

**THE REGULAR MEETING OF THE
HOUSING AUTHORITY OF FORT FAIRFIELD
WAS HELD ON SEPTEMBER 18, 2024 AT 7:00 A.M.
AT HILLCREST ESTATES CONFERENCE ROOM**

I. ROLL CALL

Chairman Sean Bernard, called the meeting to order; those present were: Anne Blanchard, Sheri Whitley, Lauren Beckwith, Jason Barnes, and Andy Coiley Absent: Nancy Levasseur

II. REVIEW OF MINUTES

The MINUTES of the August 21, 2024 meeting were presented for review and approval.

UPON MOTION made by Jason Barnes and seconded by Andy Coiley the MINUTES were approved with the correction.

III. REPORTS AND COMMUNICATIONS

• **Director's Report: Atch 1.**

The **DIRECTOR's REPORT** for August 2024 was presented for review and approval **UPON MOTION** made by Anne Blanchard and seconded by Jason Barnes the Director's Report was approved.

- Local Programs checking account was missing from the list of accounts. The ED said she would share the balance with the Board and correct the report.

IV. UNFINISHED BUSINESS:

- **CFP Projects-** The Fields Lane patios are complete, windows for most of building C have been installed and patio doors are almost complete. The Register project will go out to bid in the Spring of 2025. The patio dividers will also be installed in spring 2025. This is because design and size planning. We want to make sure that the right divider is put in place and will be sturdy enough.

V. NEW BUSINESS:

- **TEMPO Employees-** The Housing Authority has two TEMPO employees filing in for the vacant positions until more applications have been received.
- **Fuel Bids 2024-2025-** The Executive Director apologized for the lateness of getting the fuel bids. However, it paid off. The fuel bid is locked in at 2.54 a gallon from Mapleton Oil and the propane bid is locked in at 1.55. Last year the fuel was 3.23 and the propane was 1.66. Both prices decreased. The number of gallons requested stayed the same. The contracts are good for one year and are locked in at this rate.
- **EIV Policy Changes-** The Executive Director has updated the EIV policy to include a disposition date for the monthly reports. Each month the Occupancy Staff draw down reports such as the deceased report, income report, double subsidy etc. The reports are stored in a binder for the year. After much searching it was found in a HUD handbook that 3 back years and the current year is what is needed and the rest can be destroyed. This will give us some space as we have years of EIV reports stored. This policy is for both PIH and Multifamily.

UPON MOTION made by Andy Coiley and seconded by Anne Blanchard to approve the new EIV Policy.

HAFF 25-03

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Fort Fairfield that they hereby approve the new EIV Policy.

listed some of the requirements, but with The Meadows being mostly filled with HCV Vouchers, it seems like too much work for something that really isn't needed.

- **New Truck-** The Executive Director would like to purchase a new truck to replace the 2008 Chevy. The truck is currently 16 years old and is in need of some repairs. The ED would like to sell the current truck with its plow and go out to bid for a new one along with a v plow. The v plow makes a dent in snow removal compared to the regular plow. The White Ford has a v plow and it works amazing compared to the other two plows. The funds for the truck would come from Local Programs, plus the proceeds from the old truck. The ED will collect bids for the new truck and plow.

VI. OTHER:

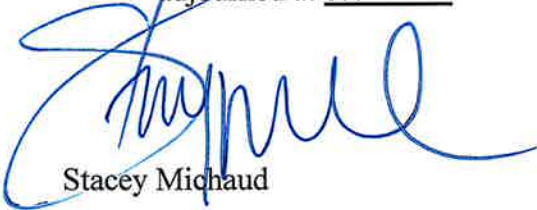
VII. Executive Session

VIII. ADJOURN:

There being no further business to come before the Board;

UPON MOTION made by Anne Blanchard and seconded by Jason Barnes it was passed unanimously to adjourn.

The next meeting will be held October 23, 2024 at Hillcrest Estates at 7:00 AM. The meeting was adjourned at **8:05 AM.**



Stacey Michaud

Secretary